

Skills Resume Rubric

Name: _____ Date: _____




Teacher: _____

LESSON GOAL Develop an effective skills resume.

ESSENTIAL QUESTION What strategies can I use to build an effective resume of my skills?

STUDENT EXPECTATIONS

1. Participate in a discussion about resumes.
2. Critique resume examples.
3. Complete a rough draft of a resume.
4. Compose skills resume according to a template.
5. Edit skills resume to improve it.
6. Write a reflection about the lesson.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.						
Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
2	Evaluation Evaluate a sample resume and discuss appropriate resumes.	Thoughtfully reviewed sample resumes and engaged in classroom discussions fully by offering thoughtful responses.	Participated in classroom discussions.	Did not offer comments during discussions but looked engaged and demonstrated active listening.	Did not participate in classroom discussions.	
2	 ASSIGNMENT 1 Rough Draft Write a skills resume rough draft.	Carefully and thoroughly addressed all parts of the Sample Skills Resume Rubric in rough draft.	Addressed all parts of the Sample Skills Resume Rubric in rough draft.	Addressed most parts of the Sample Skills Resume Rubric in rough draft.	Addressed few parts of the Sample Skills Resume Rubric in rough draft.	
3	 ASSIGNMENT 2 Resume Complete a skills resume.	Developed an effective and complete resume that reflected reviewers comments.	Developed a complete resume.	Developed an incomplete resume.	Made a minimal effort to develop a resume.	
3	 ASSIGNMENT 3 Reflection Complete a reflection on the skills resume.	Wrote a thoughtful reflection that addressed all questions and demonstrated understanding of how to create an effective skills resume.	Completed a reflection that demonstrated some understanding of how to create skills resume.	Made an effort to complete a reflection that demonstrated some understanding of how to create a skills resume.	Made minimal effort to complete the reflection.	